



**City of Quesnel
EXPENSE/ADVANCE TRAVEL CLAIM FORM**

20034

INSTRUCTIONS: Claimant please attach appropriate receipts in order of claim

DATE COMPLETED 2012		YYYY	MM 10	DD 1	FISCAL YEAR 2012	GROUP UNION MANAGEMENT OTHER (i.e. Contractor, etc.)		
NAME John Brisco						POSITION Council		
REASON FOR TRAVEL UBCM Convention				LOCATION AND DATES OF FUNCTION Victoria Convention Centre Sept 24-Sept 28, 2012				
NAME OF HOTEL & TELEPHONE NUMBER Fairmont Empress Victoria, 250-384-8111				DATES ACCOMMODATION REQUIRED Sept 23-27th, 2012				
CONFIRMATION # 2475745	DAILY RATE & TAXES (\$)		NO. OF DAYS 5		AIRFARE/BOOKING AGENT NAME & PHONE			
	RATE	159.00						
	HST	19.66						
	Dest.	1.59						
	ROOM TAX	3.21						
	TOTAL	183.46						
				REGISTRATION FEES \$ 828.80 Pre-paid				
		1 PRIVATE	2 BUS. FERRY.	3 MEALS/PER DIEM B. \$15.00 L. \$20.00 Dinner \$30.00 Incld \$25.00	4 HOTEL COSTS 183.46 Prepaid City Visa	5 MISCELLANEOUS (PRIVATE ACCOM. CAR RENTAL)		
DATE OF TRAVEL	PLACE TRAVELLED	VEHICLE USE RATE 60¢ & KM TRAVELLED	TAXI	B L D Full Day Incl Half Day Incl	Total \$90.00	COST DESCRIPTION TOTAL DAILY COSTS		
M D	TO/FROM	KM \$	\$		\$	\$	\$	\$
9 23	Victoria	701	350.50	65.30	75.00	183.46		704.25
	Quesnel			30.00	40.00	183.46		253.46
				30.00	70.00	183.46		283.46
				30.00	70.00	183.46		283.46
					60.00	183.46		243.46
28	Quesnel	703	351.50	65.30	90.00			506.80
	Victoria							
TOTAL OF COLUMNS		1404	702.00	250.60	405.00	917.00	THIS TOTAL MUST EQUAL CLAIM TOTALS 227.490	
Original Signed by: J. Brisco				WORK PHONE NO. 250-891-7477				
CLAIMANT'S ACCOUNT NO. 012-110-244				A. TRAVEL ADVANCE \$ 1,183.46				
IF ADVANCE WAS GREATER THAN EXPENSE TOTAL ENTER AMOUNT AND HAVE THE BALANCE REPAID (ATTACH RECEIPTS)				B. SUB-TOTAL LESS ADVANCE				
				AMOUNT DUE TO CLAIMANT (AFTER ADVANCE DEDUCTION) 1091.44				
Original Signed by: B. Johnson				DATE SIGNED: 31-May-12 Total X 4.76% GST				
PAYMENT AUTHORITY SIGNATURE				DATE SIGNED: =				

Handwritten notes:
DAX
copy kept
3103.70 ✓



2033

City of Quesnel EXPENSE/ADVANCE TRAVEL CLAIM FORM

INSTRUCTIONS: Claimant please attach appropriate receipts in order of claim

DATE COMPLETED YYYY 2012		MM 10	DD 1	FISCAL YEAR 2012		GROUP <input type="checkbox"/> UNION <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> OTHER (i.e. Contractor, etc.)	
NAME Mike Cave						POSITION Council	
REASON FOR TRAVEL UBCM Convention				LOCATION AND DATES OF FUNCTION Victoria Convention Centre Sept 24-Sept 28, 2012			
NAME OF HOTEL & TELEPHONE NUMBER Fairmont Empress Victoria, 250-384-8111				DATES ACCOMMODATION REQUIRED Sept 23-27th, 2012			
CONFIRMATION # 2476747	DAILY RATE & TAXES (\$) RATE 159.00 HST 19.66 Dest. 1.59 ROOM TAX 3.21 TOTAL 183.46		NO. OF DAYS 5		AIRFARE/BOOKING AGENT NAME & PHONE CMA #MDTEDP - PREPAID City Visa 488.44 Harbour Air #5382385 & 5382383		
		REGISTRATION FEES \$ 828.80 1st night hotel pre-paid					
		1 PRIVATE VEHICLE USE RATE 50¢ & KM TRAVELLED capped		2 BUS, FERRY, TAXI		3 MEALS PER DIEM B. \$14.00 L \$20.00 Dinner \$20.00 Incl. \$28.00 Total \$90.00	
						4 HOTEL COSTS 183.46 Prepaid City Visa	
						5 MISCELLANEDUS (PRIVATE ACCOM. CAR RENTAL, COST DESCRIPTION TOTAL)	
DATE OF TRAVEL		PLACE TRAVELLED				DAILY COSTS	
M	D	TO/FROM	KM	\$	\$	\$	\$
9	23	Victoria			43.00		
		Quesnel					
	24						
	25					70.00	183.46
	26					70.00	183.46
	27					70.00	183.46
	28	Quesnel				40.00	183.46
		Victoria				60.00	\$136.43
TOTAL OF COLUMNS					\$43.00	372.50	917.30
							324.95
							\$ 1,657.75

Original Signed by: M. Cave

CLAIM ACCOUNT NUMBER 012-110-242	WORK PHONE NO. 250-991-7477
7. TRAVEL ADVANCE	\$ 1,183.46
8. SUB-TOTAL LESS ADVANCE	\$ 474.29
AMOUNT DUE TO CLAIMANT (AFTER ADVANCE DEDUCTION)	
Original Signed by: B. Johnson	DATE SIGNED: Total X 4.76% GST 21-May-12
PAYMENT AUTHORITY SIGNATURE	DATE SIGNED:

*One half of the incidental amount is payable if the traveller travels for half a day.



City of Quesnel EXPENSE/ADVANCE TRAVEL CLAIM FORM

INSTRUCTIONS: Claimant please attach appropriate receipts in order of claim

DATE COMPLETED 2012		MM 10	DD 10	FISCAL YEAR 2012		GROUP <input type="checkbox"/> UNION <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> OTHER (i.e. Contractor, etc.)	
NAME Scott Elliott						POSITION Council	
REASON FOR TRAVEL UBCM Convention				LOCATION AND DATES OF FUNCTION Victoria Convention Centre Sept 24-Sept 28, 2012			
NAME OF HOTEL & TELEPHONE NUMBER Fairmont Empress Victoria, 250-384-8111				DATES ACCOMMODATION REQUIRED Sept 23-27th, 2012			
CONFIRMATION # 2476740	DAILY RATE & TAXES (\$) RATE 159.00 HST 19.66 Dest. 1.59 ROOM TAX 3.21 TOTAL 183.46		NO. OF DAYS 5		AIRFARE/BOOKING AGENT NAME & PHONE CMA #MDTEDP - PREPAID City Visa \$367.64 Harbour Air #5257334 & 5257335 377.04		
		REGISTRATION FEES \$ 828.80 Prepaid City Visa					
		1 PRIVATE VEHICLE USE RATE 50¢ & KM TRAVELLED capped		2 BUS, FERRY, TAXI		3 MEALS PER DIEM B. \$16.00 L. \$20.00 Dinner \$20.00 Incl. \$22.00 Total \$90.00	
				4 HOTEL COSTS 183.46 Prepaid City Visa		5 MISCELLANEOUS (PRIVATE ACCOM. CAR RENTAL)	
DATE OF TRAVEL		PLACE TRAVELLED				6 COST DESCRIPTION TOTAL	
M	D	TO/FROM	KM	\$	\$	\$	LIST EACH ITEM
9	23	Victoria				90.00	
		Quesnel				183.46	188.52 Harbour Air
	24					40.00	
	25					70.00	
	26					70.00	
	27					60.00	
	28	Quesnel				90.00	
		Victoria					\$188.52 Harbour Air
TOTAL OF COLUMNS						420.00	917.30 377.04 \$ 1,714.34

Original Signed by: S. Elliott

WORK PHONE NO. 250-991-7477

7. TRAVEL ADVANCE	\$ 1,183.46
8. SUB-TOTAL LESS ADVANCE	\$ 530.88
AMOUNT DUE TO CLAIMANT (AFTER ADVANCE DEDUCTION)	\$ 530.88

Original Signed by: K. Bolton

DATE SIGNED: Oct 10/2012
Total X 4.76% GST 31-May-12

PAYMENT AUTHORITY SIGNATURE: [Signature]

DATE SIGNED: [Blank]



**City of Quesnel
EXPENSE/ADVANCE TRAVEL CLAIM FORM**

2003Q

INSTRUCTIONS: Claimant please attach appropriate receipts in order of claim

DATE COMPLETED		YYYY	MM	DD	FISCAL YEAR		GROUP			
2012			10	1	2012		<input type="checkbox"/> UNION <input type="checkbox"/> MANAGEMENT <input type="checkbox"/> OTHER (i.e. Contractor, etc.)			
NAME Laurey-Anne Roodenburg							POSITION Council			
REASON FOR TRAVEL UBCM Convention					LOCATION AND DATES OF FUNCTION Victoria Convention Centre Sept 24-Sept 28, 2012					
NAME OF HOTEL & TELEPHONE NUMBER Fairmont Empress Victoria, 250-384-8111					DATES ACCOMMODATION REQUIRED Sept 23-27th, 2012					
CONFIRMATION #		DAILY RATE & TAXES (\$)			NO. OF DAYS		AIRFARE/BOOKING AGENT NAME & PHONE			
2475736		RATE 159.00 HST 19.66 DesL 1.59 ROOM TAX 3.21 TOTAL 183.46			5		CMA #MDTDP - PREPAID City Visa \$367.64 Harbour Air #5382385 & 5382363 PREPAID City Visa \$377.04			
		1 PRIVATE VEHICLE USE RATE 50¢ & KM TRAVELLED			2 BUS. FERRY, TAXI		3 MEALS/PER DIEM B \$19.00 L \$22.00 Dinner \$30.00 Incl. \$28.00		4 HOTEL COSTS 183.46 Prepaid City Visa	
DATE OF TRAVEL		PLACE TRAVELLED		KM TRAVELLED		Mileage		MISCELLANEOUS (PRIVATE ACCOM. CAR RENTAL, etc.)		
M	D	TO/FROM	KM	\$	\$	B	L	D	TOTAL DAILY COSTS	
9	23	Victoria Quesnel				X	X	X	90.00	
	24							X	25.00	
	25							X	25.00	
	26							X	25.00	
	27							X	25.00	
	28	Quesnel Victoria				X	X	X	90.00	
TOTAL OF COLUMNS									255.00	
									817.30	
									377.04	
									\$ 1,574.34	

Original Signed by: L. Roodenburg

ACCOUNT NUMBER 012-110-243	WORK PHONE NO. 250-991-7477
7. TRAVEL ADVANCE	\$ 1,560.50
8. SUB-TOTAL LESS ADVANCE	\$ 13.84
AMOUNT DUE TO CLAIMANT (AFTER ADVANCE DEDUCTION)	
DATE SIGNED: 31-May-12	
PAYMENT AUTHORITY SIGNATURE	

Original Signed by: B. Johnson

2770.78



**City of Quesnel
EXPENSE/ADVANCE TRAVEL CLAIM FORM**

INSTRUCTIONS: Claimant please attach appropriate receipts in order of claim

DATE COMPLETED		YYYY	MM	DD	FISCAL YEAR		GROUP		
2012			10	1	2012		UNION MANAGEMENT OTHER (i.e. Contractor, etc.)		
NAME Mary Sjostrom							POSITION Council		
REASON FOR TRAVEL UBCM Convention					LOCATION AND DATES OF FUNCTION Victoria Convention Centre Sept 24-Sept 28, 2012				
NAME OF HOTEL & TELEPHONE NUMBER Fairmont Empress Victoria, 250-384-8111					DATES ACCOMMODATION REQUIRED Sept 23-27th, 2012				
CONFIRMATION # 2475859		DAILY RATE & TAXES (\$)			NO. OF DAYS 5		AIRFARE/BOOKING AGENT NAME & PHONE CMA #CROMVN \$345.24 - PREPAID City Visa		
		RATE 159.00 HST 19.66 Dest. 1.59 ROOM TAX 3.21 TOTAL 183.46			REGISTRATION FEES \$ 828.80 Pre-paid				
		1 PRIVATE VEHICLE USE RATE 50¢ & KM TRAVELLED		2 BUS, FERRY, TAXI		3 MEALS/PER DIEM B. \$15.00 L \$20.00 Dinner \$30.00 Incid. \$25.00 Total \$80.00		4 HOTEL COSTS 183.46 Prepaid City Visa	
								5 MISCELLANEOUS (PRIVATE ACCOM. CAR RENTAL, TOTAL	
DATE OF TRAVEL		PLACE TRAVELLED		KM TRAVELLED		DAILY COSTS		LIST EACH ITEM	
M	D	TO/FROM	KM	\$	\$	\$	\$	\$	\$
9	22	Victoria			40.00			166.23	Harbour Air 206.23
	23								
	24								
	25								238.46
	26								208.46
	27								223.46
	28	Quesnel			45.00				208.46
		Victoria							301.23
TOTAL OF COLUMNS			KM	\$	\$	\$	\$	\$	\$
				(3)	85.00				1,386.30
CLAIMANT ACCOUNT		Original Signed by: M. Sjostrom		IRK PHONE NO. 250-991-7477		TRAVEL ADVANCE			
012-110-233									
IF ADVANCE WAS GREATER THAN EXPENSE TOTAL ENTER AMOUNT AND HAVE THE BALANCE REPAID (ATTACH RECEIPTS)		AMOUNT DUE TO CLAIMANT (AFTER ADVANCE DEDUCTION)						\$ 1,386.30	
Original Signed by: B. Johnson		DATE SIGNED						Total X 4.76% GST 31 May 12	
PAYMENT AUTHORITY SIGNATURE		DATE SIGNED							

\$ 2560.34